



CDC PREVENTION RESEARCH CENTERS'
**PARTNERSHIP
TRUST TOOL**

Sample Invitation Letter for Partners to Participate in the PRC Partnership Trust Tool

[Name of Principal Investigator or Other PRC Representative]

[Address]

[City State Zip]

Dear [PRC Partner Name]

Your Participation Is Requested

The Prevention Research Centers (PRC) Program office at CDC in collaboration with Macro International Inc. developed a Partnership Trust Tool (PTT) to explore and enhance trust among partners in the PRCs. The PTT was developed using literature review, focus groups, and input from PRC community, health department, and academic partner representatives. We would like to use the PTT with our partners and hope you will participate with us.

What is required if you agree to participate?

- Taking part in a 1-day (4½-hour), in-person meeting with all participating partners.
- Completing and returning the PTT Survey (enclosed) prior to the in-person meeting.

The PRC Partnership Trust Tool

The PTT is intended to help build trust and improve working relationships in PRC partnerships. The tool includes the following main parts:

- A survey partners use to rate how often various factors associated with trust occur and to provide examples of behaviors and expectations associated with those factors. The survey requires some thought and may take 30–60 minutes to complete.
- A guide for a facilitated discussion around issues that emerge from the survey responses. The discussion guide will address
 - Prior positive partnering experiences.
 - Visions of how challenges might be improved.
 - Action planning.
 - Specific steps for implementation.

By using the PTT, your PRC partners can

- Talk about issues that foster or hinder trust within the PRC.
- Explore strengths of the partnership as well as opportunities for improvement.
- Explore how expectations among partners may differ.
- Add to evaluation activities around partners' relationships.

Where will the in-person meeting take place?

[Insert meeting information here]

Will travel expenses be reimbursed?

[Insert travel expense information here]

If you are interested in participating in this important activity please contact [Insert contact information] by [insert date].

For more information on the PTT, please review the enclosed brochure. Thank you for your time and consideration.

Sincerely,

[Insert signature]